



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE ASSISTANT (TYPING)

\$2,143 - \$2,606

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES:

Under the close supervision of the Chief, Accounting Services Bureau, this position provides clerical support to the Accounting staff. Duties include, but are not limited to, processing attendance via Human Resources Information System, validating reports for balancing, monthly correction of the Monthly Attendance Summaries (634s) and leave balances, and working closely with the Human Resources staff on distributing personnel related documents in the Bureau; type letters, memos, and reports; coordinate and order departmental forms, office supplies, and maintaining the central file cabinet and equipment; prepare and maintain the Bureau's retention schedule (archiving, maintenance, and destruction of records) and coordinate/monitor periodic transfer of records to CDI storage or state record center; open, date stamp, and sort incoming mail for the Accounting Services Bureau and distribute to the appropriate unit/staff; manage the calendar/schedule meetings for the Bureau Chief; screen and direct phone calls; key entry of accounting data into miscellaneous databases; maintain central filing for the Bureau; log and route incoming correspondence and work assignments to the appropriate staff; follow up with appropriate staff on the status of assignments and prepare reports for the Bureau Chief.

DESIRABLE QUALIFICATIONS:

- Ability to consistently exercise a high degree of initiative, independently perform assigned tasks timely and accurately.
- Excellent public relations skills and oral and written communication skills.
- Ability to handle multiple projects/assignments efficiently and in a timely manner.
- Must be dependable and reliable; good attendance is essential.
- Good typing skills.
- Ability to maintain a courteous and professional demeanor and exercise tact, diplomacy and good judgment.
- Knowledge of Microsoft Windows – Words, Excel, and Access.

SPECIAL REQUIREMENT

- Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Assistant (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility***

05/15/13 TB

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF
RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,
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(i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.

APPLICATION PROCEDURE: Send a completed standard State of California application to Tina Brown, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Office Assistant, Typing #192-1379-002" on the State application.** For additional information, please call (916) 492-3351.

FINAL FILING DATE: **May 24, 2013 – Close of Business (5:00 p.m.)**

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

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